

# **CALFRESH (CF) PROGRAM REQUEST FOR POLICY/REGULATION INTERPRETATION**

**INSTRUCTIONS:** Complete items 1 - 10 on the form. Use a separate form for each policy interpretation request. If additional space is needed, please use the second page. Be sure to identify the additional discussion with the appropriate number and heading. Retain a copy of the CF 24 for your records.

- Questions from counties, including county Quality Control, must be submitted by the county CalFresh Coordinator and may be submitted directly to the CalFresh Policy analyst assigned responsibility for the county, with a copy directed to the appropriate CalFresh Policy unit manager.
- Questions from Administrative Law Judges may be submitted directly to the CalFresh Policy analyst assigned responsibility to the county where the hearing took place, with a copy of the form directed to the appropriate CalFresh Bureau unit manager.

1. RESPONSE NEEDED DUE TO: <input checked="" type="checkbox"/> Policy/Regulation Interpretation <input type="checkbox"/> QC <input type="checkbox"/> Fair Hearing <input type="checkbox"/> Other:	5. DATE OF REQUEST: 6/26/17	NEED RESPONSE BY: ASAP
2. REQUESTOR NAME:	6. COUNTY/ORGANIZATION: Monterey County	
3. PHONE NO.:	7. SUBJECT: Income verification for data month	
4. REGULATION CITE(S): ACL 12-25, ACIN I-45-11	8. REFERENCES: <i>(Include ACL/ACIN, court cases, etc. in references)</i> <b>NOTE: All requests must have a regulation cite(s) and/or a reference(s).</b>  ACL 12-25, page 13, 20, 21,25 and 49 ACIN I-45-11	
9. QUESTION: (INCLUDE SCENARIO IF NEEDED FOR CLARITY):  A client submits their SAR 7 for data month 5/2017, report they started working mid-period (income under the IRT), however the job ended in the data month on 5/15/17 and the income will not continue for the upcoming SAR period. Is verification required of the checks received in the data month and/or the layoff notice for this job in order to process the SAR 7 or is it considered a complete report as this income is not expected to continue?		

## 10. REQUESTOR'S PROPOSED ANSWER:

The SAR 7 would be considered complete as the CF household is indicating income will not continue for the upcoming SAR period. Verification of the income received and layoff notice would be required to review for a supplement, but not to determine benefits in the upcoming SAR period. Pursuing verification of the missing income verification for the data month in this scenario increases administrative workload and unnecessary barrier to the HH that could result in discontinuance.

## 11. STATE POLICY RESPONSE (CFPB USE ONLY):

In this specific scenario provided, the client's SAR 7 is considered incomplete for not providing verification of the income that ended in the data month. Per ACL 12-25, page 12, clients must provide information and answers to all questions and items on the SAR 7. All income received in the data month shall be verified and the CWD must request verification. In this scenario, the client will need to provide verification that they worked and that their job ended during the data month.

## FOR CDSS USE

DATE RECEIVED: 6/26/2017	DATE RESPONDED TO COUNTY/ALJ: 7/06/2017 SM
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